



Department of  
**Intellectual &  
Developmental Disabilities**

**DIDD Administrative Hearing Officer  
(Attorney 3 - \$4,542 per month)**

This position performs Administrative Hearing Officer duties for the Department of Intellectual & Developmental Disabilities. This position is located at the Middle Tennessee Regional Office campus at 275 Stewarts Ferry Pike in Nashville, Tennessee. Working hours are 8:00 a.m. to 4:30 p.m. Central Time, Monday through Friday.

**Examples of the duties and responsibilities of this position:**

- Be responsible for arranging and conducting file reviews and administrative hearings of appeals of persons (usually employees or former employees of DIDD-contracted providers) who have been substantiated in DIDD investigations of allegations of abuse, neglect or exploitation of persons supported.
- Be responsible for correspondence with the parties and/or counsel, adherence to and enforcement of deadlines, including discovery deadlines, and drafting of written findings of fact and rulings after review of file material, submissions by the parties and the testimony and documentary evidence received during hearings.
- Conduct administrative hearings of appeals of persons referred for placement on the State's Abuse Registry as well as appeals by DIDD-contracted providers of sanctions imposed for noncompliance with departmental requirements.
- Some overnight travel is possible.

**KNOWLEDGE AND SKILLS:** Skills needed for this position include strong knowledge of frequently used computer programs (Microsoft Office, Excel, and Outlook) as well as legal research software. This position requires a thorough analytical approach to problem solving and complaint resolution, strong multi-tasking, computer and Internet research skills, flexibility, excellent interpersonal skills, verbal and written communication skills, and the ability to work well with all levels of internal and external management and staff. The position requires attention to detail and excellent process oriented thinking.

**EDUCATION AND WORK EXPERIENCE:** The ideal applicant for this position must be an attorney licensed to practice law in Tennessee and be in good standing in the State of Tennessee without a disciplinary record with the state's Board of Professional Responsibility. Applicants must have an acceptable academic record. Litigation, alternative dispute resolution or judicial experience preferred.

Anyone interested in applying for this position should send their resume and proof of education to [fredrick.zimmermann@tn.gov](mailto:fredrick.zimmermann@tn.gov). Consideration of applications will close on **Thursday, May 19, 2016** or until the position is filled.

The State of Tennessee is firmly committed to the principle of fair and equal employment opportunities for its citizens, and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination or illegal harassment in the workplace. It is the state's policy to provide an environment free of discrimination or harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, gender identity, sexual orientation, or any other category protected by state and/or federal civil rights laws.